

SAMPLE DIRECTIVES FOR LAW-ENFORCEMENT AGENCIES

FOURTH EDITION*

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* The first through third editions were titled, *Model Manual of Policies and Procedures for Virginia Law Enforcement Agencies*.

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NOTE TO THE READER

Although many of these directives derive from policies of accredited agencies, the Department of Criminal Justice Services does not imply that adoption of this manual will guarantee accreditation either through the Commission on Accreditation of Law Enforcement Agencies, Inc. (CALEA) or the Virginia Law Enforcement Professional Standards Commission (VLEPSC). While use of this manual may aid an agency undergoing accreditation, policies and procedures must be devised according to the circumstances and environments of local agencies.

While the Department of Criminal Justice Services' staff has made a professional effort to ensure the accuracy and integrity of these directives, no warranty is expressed or implied. No directive can apply appropriately to all events under all circumstances for all agencies.

RECEIPT

I have received copy number _____ of the ***[your agency]*** directives manual on _____ (date). I agree to keep the manual in good condition, and to update or revise it as ordered. I further understand that the manual is the property of the ***[your agency]*** and that I must return it when ordered by the chief of police/sheriff. No part of this manual may be copied or given to any non-agency person without the express permission of the chief of police/sheriff.

Name (print) _____

Signature _____

Date _____

I certify that _____ has been trained in the contents of this manual.

Date completed _____

Chief of Police/Sheriff

[Note: Many agencies require personnel to sign a statement similar to this one upon receiving a copy of a directives manual. Agencies must realize that these signed statements are nothing more than receipts for an item of department-issued property. Signed receipts do not substitute for training in directives. Some agencies include an inspection sheet in their issued manuals. The inspection sheet is signed by the employee's immediate supervisor after the manual has been examined to ensure that it is being kept current and in usable condition.]